

**CamdenForward School**  
**Middle School Math Teacher Job Description**

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Position Title:     Middle School Math Teacher      
Reports to:     CFS Principal    

Department:     CamdenForward School (CFS)      
Salary:     \$30,000 + Full Time Benefits    

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**Position Summary:**

The right person for this job will be someone with a passion for helping students develop an awareness of the importance of math in everyday life, and motivating each pupil to acquire knowledge of mathematical facts and principles. The Math teacher is responsible for planning and implementing lessons in accordance with the standards set forth by the CamdenForward School of UrbanPromise Ministries and Common Core Standards.

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**Essential Job Functions:**

1. Develop and implement weekly Math lesson plans that are in accordance and consistent with the Camden Forward School program curriculum and the Common Core Standard guidelines.
2. Establish clear objectives for all math lessons, units, and projects, and communicate those objectives to students. Administer standardized ability and achievement tests, and interpret results to determine student's developmental levels and needs. Plan a math program involving demonstrations, lectures, discussions, and student activities for optimum learning. Demonstrate mathematical activities using standard or teacher-prepared charts, sketches, and other instructional aids.
3. Demonstrate knowledge of content and pedagogy. Incorporate technology into the curriculum for Math. Provide individual or small group instruction to adapt the curriculum to the needs of pupils and to accommodate circumstances where a variety of projects and experiments are being worked on simultaneously.
4. Uphold the UrbanPromise values (Faith, Innovation, Community, Holism) and demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, and perseverance.
5. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
6. Clearly and consistently communicate, model, and enforce CFS behavior expectations with a goal of maintaining a safe, welcoming, and positive learning environment.
7. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
8. Maintain accurate and complete student records, and prepare reports on students and activities, as required by laws, district policies, and administrative regulations.
9. ***Other duties as assigned include but not limited to:*** Assist in fundraising and in running both UPM and CFS special events and work closely with CFS team to continuously improve department-organizations efforts. In addition, attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.

**Essential Job Requirements:**

EDUCATION     College Degree, Teacher Certification Certificate in Content Area of Math or other relevant subject area.    

EXPERIENCE     Experience working with urban youth

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REQUIRED SKILLS

- Strong writing and communication skills
- Strong classroom management skills
- Ability to work with diverse urban students
- In-depth understanding of and commitment to the organizations vision and mission.

PHYSICAL REQUIREMENTS

This position includes the normal physical demands associated with work in the office and classroom environment.

This position includes the ability to schedule work outside of the typical work week, evenings and weekends.

**LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

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Manager's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Authorized Human Resources Signature

\_\_\_\_\_  
Date